



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

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July 5, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**FIVE-YEAR OPTION TO RENEW LEASE NO. 73294
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
130 WEST ROUTE 66, GLENDORA
(FIFTH) (3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the option to renew the current lease for an additional five years with Huntington East Medical Building, LP (Lessor) for 2,070 rentable square feet of office space at 130 West Route 66, Glendora, occupied by the Department of Community and Senior Services (CSS), at an annual cost of \$37,194. The rental costs are 95 percent funded by State and Federal sources, and five percent net County cost.
2. Find that this Lease Renewal is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to exercise the option to renew the current lease, which allows CSS to continue operations at the subject facility for an additional five years. The subject facility has been occupied by CSS' Adult Protective Services (APS) program since December 2001.

This APS office currently houses 12 full time employees (FTEs) who provide crisis intervention services for dependent adults and senior citizens in the East San Gabriel Valley. APS social workers spend approximately 40 percent of their time doing site visits at client's residences. On rare occasions, a client will visit the subject facility.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs that we enhance the quality and productivity of the County workforce (Goal 2). The proposed Lease Renewal supports this goal by providing a quality and efficient work environment for CSS' employees that is conducive to maximizing employee productivity. Compliance with the County's Strategic Asset Management Principles is further outlined in Attachment A.

FISCAL IMPACT/FINANCING

The maximum initial annual rental costs for this Lease Renewal will be \$37,194, which will be subject to annual adjustments based on Consumer Price Index (CPI) changes at a maximum increase of four percent per year.

130 WEST ROUTE 66, GLENDDORA	EXISTING LEASE	PROPOSED RENEWAL	CHANGE
Area (Square feet)	2,070	2,070	None.
Term	12/1/2001 – 11/30/2006	12/1/2006 – 11/30/2011	+ 5 years.
Annual Base Rent	\$37,194 or \$17.97/sq.ft.	\$37,194 or \$17.97/sq.ft.	None.
Annual TI Reimbursement	\$5,988 or \$2.89/sq. ft.	\$0	-\$5,988
Maximum Annual Rent	\$43,182 or \$20.86/sq. ft.	\$37,194 or \$17.97/sq.ft.	-\$5,988
Parking Spaces (Included in Base Rent)	10	10	None.
Cancellation	County may cancel anytime after the third year upon 60 days prior written notice.	County may cancel anytime.	None.
Rental Adjustment	Annual CPI adjustment with a cap of four percent.	Annual CPI adjustment with a cap of four percent.	None.

The Honorable Board of Supervisors

July 5, 2006

Page 3

Sufficient funding for the proposed Lease Renewal is included in the 2006-07 Rent Expense budget and will be billed back to CSS. CSS has sufficient funds in its 2006-07 operating budget to cover the projected lease costs. The rental costs for this renewal are 95 percent funded by State and Federal sources, and five percent net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed Lease Renewal will allow CSS to continue its occupancy of 2,070 rentable square feet of office space for the East San Gabriel Valley APS program, and will maintain the current lease terms and rental rate as follows:

- The term will commence on December 1, 2006 and terminate November 30, 2011.
- The current rental rate and annual CPI adjustment provisions remain unchanged. Pursuant to the lease, annual rental adjustments occur on December 1st, and the next adjustment, capped at four percent, will be on December 1, 2006.
- All operating costs associated with CSS' occupancy shall be the Landlord's sole responsibility, except for electricity used in the Main Computer Room (MCR). After-hours HVAC services are payable by the County via lump sum at a rate of \$25 per hour.
- A cancellation provision allowing the County to cancel anytime during the renewal period with 60 days advance notice by Chief Administrative Office (CAO) letter.
- The rent includes ten unreserved parking spaces in the on-site parking lot.

LEGAL/NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

The project is categorically exempt from CEQA pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines. The proposed lease renewal does not involve any expansion or modification of the existing use.

The Honorable Board of Supervisors
July 5, 2006
Page 4

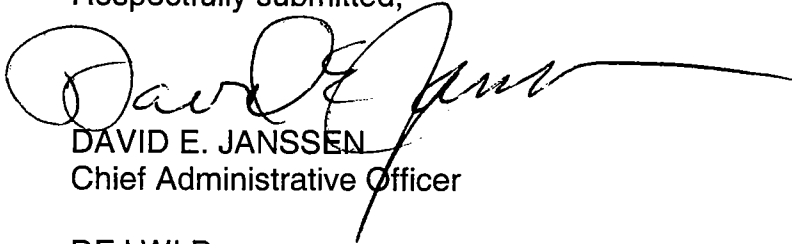
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed Lease Renewal will provide the necessary office space for this County requirement. In accordance with your Board's policy on the housing of any County offices or activities, CSS concurs in this lease recommendation.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, return two originals of the adopted, stamped Board letter, and two certified copies of the Minute Order to the CAO, Real Estate Division at 222 South Hill Street, Fourth Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", with a long horizontal flourish extending to the right.

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:WLD
CEM:KW:hd

Attachments (2)

c: County Counsel
Department of Community and Senior Services

Attachment A

Department of Community and Senior Services
130 West Route 66, Glendora
Asset Management Principles Compliance Form¹

1.	<u>Occupancy</u>		Yes	No	N/A
A	Does lease consolidate administrative functions? ²				x
B	Does lease co-locate with other functions to better serve clients? ² It is more cost effective to renew this lease than relocate this program to co-locate with other functions. Moreover, the subject building may not be able to accommodate co-location at this location.			x	
C	Does this lease centralize business support functions? ²				x
D	Does this lease meet the guideline of 200 sq. ft of space per person? ²		x		
2.	<u>Capital</u>				
A	Is it a substantial net County cost (NCC) program?			x	
B	Is this a long term County program?		x		
C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?			x	
D	If no, are there any suitable County-owned facilities available?			x	
E	If yes, why is lease being recommended over occupancy in County-owned space?				x
F	Is Building Description Report attached as Attachment B?		x		
G	Was build-to-suit or capital project considered? This requirement is too small for a build-to-suit project.			x	
3.	<u>Portfolio Management</u>				
A	Did department utilize CAO Space Request Evaluation (SRE)?		x		
B	Was the space need justified?		x		
C	If a renewal lease, was co-location with other County departments considered?			x	
D	Why was this program not co-located?				
	1. ____ The program clientele requires a "stand alone" facility.				
	2. <u>x</u> No suitable County occupied properties in project area.				
	3. <u>x</u> No County-owned facilities available for the project.				
	4. ____ Could not get City clearance or approval.				
	5. ____ The Program is being co-located.				
E	Is lease a full service lease? ²		x		
F	Has growth projection been considered in space request?			x	
G	Has the Dept. of Public Works completed seismic review/approval?		x		
	¹ As approved by the Board of Supervisors 11/17/98				

²If not, why not?

ATTACHMENT B**DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
SPACE SEARCH, 5 MILE RADIUS OF 130 WEST ROUTE 66, GLENDORA**

LACO	FACILITY NAME	ADDRESS	GROSS SQ. FT.	NET SQ. FT.	OWNERSHIP	AVAILABLE SQ. FT.
T407	AG COMM-East Field Station	15501 East Arrow Hwy, Irwindale 91706	720	642	OWNED	NONE
0095	DPW-Road Maint Yard	161 North Valencia St, Glendora 91741	660	594	OWNED	NONE
A605	DCFS-East San Gabriel Valley	725 South Grand Ave, Glendora 91740	109018	103567	LEASED	NONE
A478	SHERIFF-North Region Surveillance	2239 East Garvey Ave, West Covina 91791	1989	1890	LEASED	NONE
A059	CSSD-Regional Services Building	2934 East Garvey Ave, West Covina 91791	58567	51256	LEASED	NONE
A344	DCFS-Region I Office	1373 East Center Court Dr, Covina 91724	29525	28050	LEASED	NONE
A088	Charter Oak Library	20540 East Arrow Hwy, Covina 91724	2500	2500	LEASED	NONE